

Single column or row

Using the **Sheet** menu:

- 1) Select a cell, column, or row where you want the new column or row inserted.
- 2) Go to **Sheet** on the Menu bar. For columns, select **Sheet > Insert Columns** and then select **Columns Before** or **Columns After**. For rows, select **Sheet > Insert Rows** and then select **Rows Above** or **Rows Below**.

Using the context menu:

- 1) Select a column or row where you want the new column or row inserted.
- 2) Right-click the column or row header.
- 3) Select **Insert Columns Before / After** or **Insert Rows Above / Below** in the context menu.

Multiple columns or rows

Multiple columns or rows can be inserted at once rather than inserting them one at a time.

- 1) Highlight the required number of columns or rows by holding down the left mouse button on the first one and then dragging across the required number of identifiers.
- 2) Proceed as for inserting a single column or row above. The number of columns or rows highlighted will be inserted.

Deleting columns and rows

Single column or row

To delete a single column or row, do one of the following:

- Select a cell in the column or row you want to delete, right-click and select **Delete** in the context menu, select **Sheet > Delete Cells** on the Menu bar, or press **Ctrl+/-** to open the Delete Cells dialog (Figure 16). Select **Delete entire column(s)** or **Delete entire row(s)** and press the **OK** button.
- Select a cell in the column or row you want to delete and select **Sheet > Delete Columns** or **Sheet > Delete Rows**.
- Right-click the header of the column or row that you want to delete and select **Delete Columns** or **Delete Rows** in the context menu.

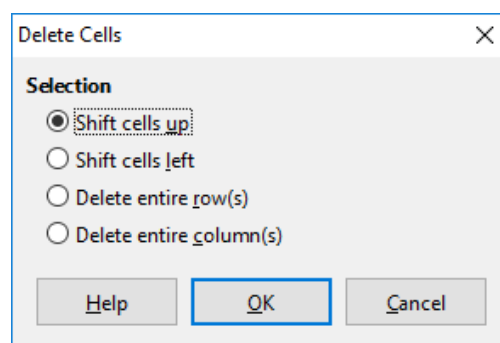


Figure 16: Delete Cells dialog

Multiple columns or rows

To delete multiple columns or rows, do one of the following:

- Select a range of cells across the columns or rows you want to delete, right-click and select **Delete** in the context menu, select **Sheet > Delete Cells** on the Menu bar, or